

Date: July 20, 2022

This message is being sent to all Senate Faculty, Department Chairs, Deans and Department Business Officers.

This is a reminder regarding the University of California Academic Personnel Manual ([APM 025, Conflict of Commitment and Outside Activities of Faculty Members](#)) requirement for annual reporting of Category I and II outside professional activities each year. If you have already submitted your report for the 2021-22 year, no further action is needed at this time.

Faculty holding the following titles at 50% time or more must report annually:

- Assistant Professor, Associate Professor, Professor
- The above titles when used with an Acting or Adjunct prefix
- Lecturer PSOE, Lecturer SOE, Senior Lecturer SOE

Retired faculty are not required to complete a 2021-22 report. New hires for Fall 2022 are not required to complete a 2021-22 report.

See also: [Red Binder I-29](#), Conflict of Commitment and Outside Professional Activities

All reporting will be processed via UC OATS, the systemwide Outside Activity Tracking System. OATS may be accessed directly at <https://ucsb.ucoats.org/>, however you are strongly encouraged to use the step-by-step instructions below as a guide.

2021-22 Reporting Year:

- [Faculty with No Outside Activities](#)
- [Faculty with Category II Outside Activities for 2021-22](#)
- [Faculty with Category I Outside Activities requiring Prior Approval in 2021-22](#)
- [Step-by-step Summer Salary Set Up](#)

Faculty with both Category I and II activity in 2021-22 will need to refer to B and C. All faculty may wish to refer to D for summer reporting information.

Step-by-Step instructions and OATS Training Resources may be accessed directly at <https://ap.ucsb.edu/resources.for.department.analysts/oats/training.resources/>

Annual reporting must be completed no later than October 31, 2022 and should include activities for the period of July 1, 2021 through June 30, 2022. Faculty undergoing merit and promotion review in the 2022-23 cycle must certify the completion of annual reports when submitting their advancement cases. These faculty need to complete the forms prior to the departmental deadline for submission of case materials and no later than September 15, 2022.

Please note: Reports for years prior to 2018-19 cannot be completed in OATS. To complete late reports for prior years please log onto the Academic Personnel home page and click on “2017-18 and earlier Outside Activity Reporting.”

Questions regarding policy or use of OATS may be addressed to Mira Lázaro msslaza@ucsb.edu, Lia Cabello lia.cabello@ucsb.edu or Helly Kwee helly.kwee@ucsb.edu

Technical questions may be submitted to help@aait.ucsb.edu

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